

## Fiscal 2018 Operating Budget Detail Backup

### Inspections, Licenses and Permits Department Narrative

#### Department Description :

The Department of Inspections, Licenses and Permits is responsible for the approval and issuance of various permits and licenses and the enforcement of County building codes and standards. These include but are not limited to the Building, Mechanical, Plumbing, Electrical, Sign and Property Maintenance Codes. The department inspects and licenses rental housing properties, mobile home parks and taxi drivers in addition to animal licensing. It is responsible for staff duties associated with the Plumbing Advisory Board and the Board of Electrical Examiners. The Department is organized into four divisions: Operations, Inspections & Enforcement, Plan Review, and Licenses and Permits

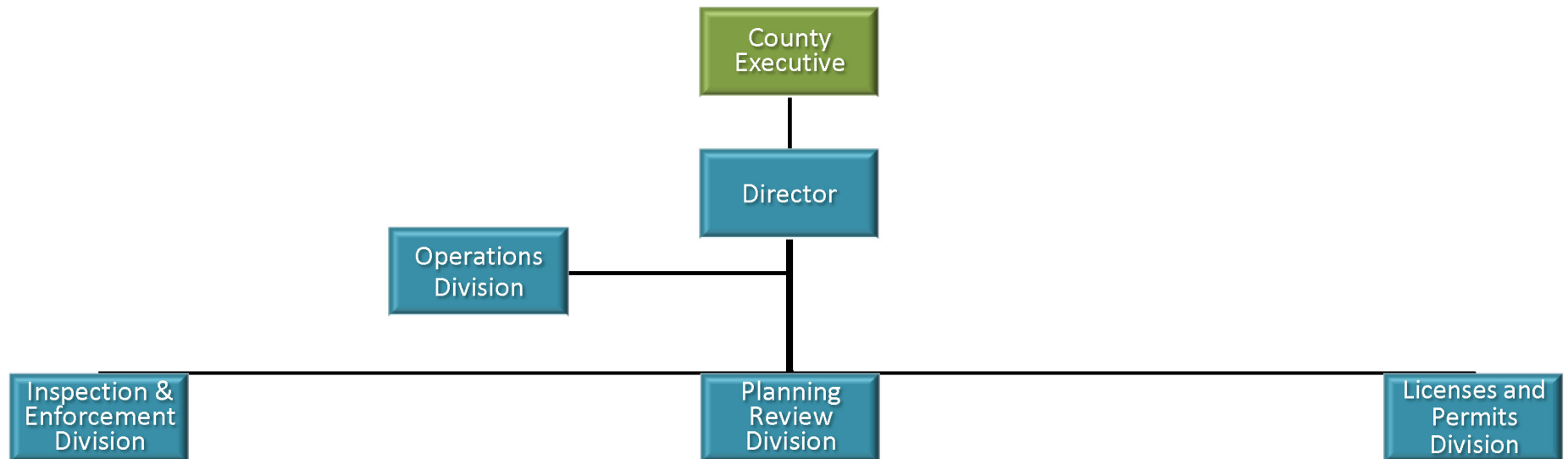
#### Outlook : (What is new or different about this years budget?)

The FY18 Executive Proposed budget includes funding for AVL/GPS vehicle locator system for all inspector vehicles, five additional Accela licenses and an upgrade to Accela version 8.0.

---

## Fiscal 2018 Operating Budget Detail Backup

### Inspections, Licenses and Permits Department Organizational Chart



## Fiscal 2018 Operating Budget Detail Backup

### Inspections, Licenses and Permits Department Personnel Summary

Classification	Grade	FY 2017 Authorized	FY 2018 Proposed
1306 - ASSISTANT ADMINISTRATOR	GM	1.00	1.00
1405 - ADMIN SUPPORT TECHNICIAN I	GD	1.00	1.00
1407 - ADMINISTRATIVE SUPPORT TECHNICIAN II	GE	1.00	1.00
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	2.00	2.00
1411 - ADMINISTRATIVE AIDE	GG	1.00	1.00
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	1.00
3105 - ENGINEERING SUPPORT TECH II	GI	1.00	1.00
3110 - ENGINEERING ASSOCIATE	GJ	1.00	0.00
3111 - ENGINEERING SPECIALIST I	GK	7.00	6.00
3112 - ENGINEERING SPECIALIST II	GL	0.00	2.00
3114 - ENGINEERING SPECIALIST III	GM	1.00	1.00
3117 - ENGINEERING MANAGER I	GN	1.00	1.00
3301 - REGULATION SUPPORT TECH I	GE	3.00	3.00
3303 - REGULATION SUPPORT TECH II	GG	9.00	9.00
3305 - REGULATION INSPECTOR I	GH	2.00	4.00
3306 - REGULATION INSPECTOR II	GI	26.00	24.00
3309 - REGULATION SUPERVISOR	GJ	5.00	5.00
3313 - REGULATION MANAGER	GL	1.00	1.00
3317 - DIRECTOR, INSPECTIONS, LICENSES & PERMITS	GP	1.00	1.00
4209 - TECHNICAL SERVICES SUPPORT SPEC II	GJ	1.00	1.00
<b>SBFS Total</b>		<b>66.00</b>	<b>66.00</b>

# Fiscal 2018 Operating Budget Detail Backup

## Inspections, Licenses and Permits Department Expenditure Detail

### 01 - General Fund

	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Proposed	\$ Change	% Change
<b>3400000000 - Administration</b>						
50 - Personnel Costs Total	613,765	622,673	601,890	654,025	31,352	5.04%
51 - Contractual Services Total	1,187,920	1,050,341	1,115,907	1,253,295	202,954	19.32%
52 - Supplies and Materials Total	10,406	11,000	11,135	11,000	0	0.00%
58 - Expense Other Total	195,422	266,281	266,281	182,857	-83,424	-31.33%
<b>3400000000 - Administration Total</b>	<b>2,007,513</b>	<b>1,950,295</b>	<b>1,995,213</b>	<b>2,101,177</b>	<b>150,882</b>	<b>7.74%</b>
<b>3410000000 - Enforcement</b>						
50 - Personnel Costs Total	3,059,302	3,356,556	3,154,112	3,698,513	341,957	10.19%
51 - Contractual Services Total	32,404	38,847	38,933	37,777	-1,070	-2.75%
52 - Supplies and Materials Total	12,406	14,800	14,800	5,300	-9,500	-64.19%
<b>3410000000 - Enforcement Total</b>	<b>3,104,112</b>	<b>3,410,203</b>	<b>3,207,845</b>	<b>3,741,590</b>	<b>331,387</b>	<b>9.72%</b>
<b>3420000000 - Plan Review</b>						
50 - Personnel Costs Total	1,137,568	1,356,590	1,285,822	1,436,962	80,372	5.92%
51 - Contractual Services Total	998	2,660	2,660	2,660	0	0.00%
52 - Supplies and Materials Total	1,055	1,700	1,700	1,700	0	0.00%
<b>3420000000 - Plan Review Total</b>	<b>1,139,621</b>	<b>1,360,950</b>	<b>1,290,182</b>	<b>1,441,322</b>	<b>80,372</b>	<b>5.91%</b>
<b>3430000000 - License &amp; Permits</b>						
50 - Personnel Costs Total	666,164	753,407	702,918	769,055	15,648	2.08%
51 - Contractual Services Total	2,733	8,000	8,000	8,000	0	0.00%
52 - Supplies and Materials Total	3,908	5,500	5,500	5,500	0	0.00%
<b>3430000000 - License &amp; Permits Total</b>	<b>672,805</b>	<b>766,907</b>	<b>716,418</b>	<b>782,555</b>	<b>15,648</b>	<b>2.04%</b>
<b>01 - General Fund Total</b>	<b>6,924,051</b>	<b>7,488,355</b>	<b>7,209,658</b>	<b>8,066,644</b>	<b>578,289</b>	<b>7.72%</b>

<b>3400 - Department of Licenses Inspections and Permit Total</b>	<b>6,924,051</b>	<b>7,488,355</b>	<b>7,209,658</b>	<b>8,066,644</b>	<b>578,289</b>	<b>7.72%</b>
---	------------------	------------------	------------------	------------------	----------------	--------------

## Fiscal 2018 Operating Budget Detail Backup

### Inspections, Licenses and Permits Division Detail

**Division Narrative :** 3400000000 - Administration

**Fund :** General Fund

**Narrative :**

The Operations Division is responsible for functional oversight, general administrative support including policy coordination, budget preparation and administration, department expenditures, legislative coordination, human resource management, database administration, IT coordination and statistical data reporting.

---

## Fiscal 2018 Operating Budget Detail Backup

### Inspections, Licenses and Permits Division Detail

**Divison Personnel Summary :** 3400000000 - Administration

**Fund :** General Fund

Classification	Grade	FY 2017 Authorized	FY 2018 Proposed
1306 - ASSISTANT ADMINISTRATOR	GM	1.00	1.00
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	1.00	1.00
1411 - ADMINISTRATIVE AIDE	GG	1.00	1.00
3317 - DIRECTOR, INSPECTIONS, LICENSES & PERMITS	GP	1.00	1.00
4209 - TECHNICAL SERVICES SUPPORT SPEC II	GJ	1.00	1.00
<b>Total Positions</b>		<b>5.00</b>	<b>5.00</b>

## Inspections, Licenses and Permits Division Detail

**Fund :** General Fund

## Inspections, Licenses and Permits Division Detail

**Fund :** General Fund

	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Proposed	\$ Change	% Change
<b>1000000000 - General Fund</b>						
<b>Funded Program : 999999999999999999900 - Administration</b>						
515900 - Other Ctrctual Svc	209,611	235,000	245,000	284,700	49,700	21.15%
PKW Consultant (900hrs X \$93/Hr=\$83,700), Govolution PCI compliance provider (\$15,500/mo. X 12months= \$186,000), Razavi implementation consultant \$15,000 annual fee)						
515902 - Medical Claims Expe	240,078	0	0	0	0	N/A
515903 - Dental Claims Expen	9,488	0	0	0	0	N/A
515910 - Administrative Cost	434	0	0	0	0	N/A
515950 - Training Services	2,011	4,500	4,500	4,500	0	0.00%
516820 - Assoc Member Dues	5,441	4,000	4,000	4,000	0	0.00%
517200 - Vehicle Insurance	20,000	19,400	19,400	19,400	0	0.00%
517300 - Bld Contents Ins	267	300	300	380	80	26.67%
517500 - General Liab Ins	1,647	1,980	1,980	1,200	-780	-39.39%
<b>51 - Contractual Services Total</b>	<b>1,187,920</b>	<b>1,050,341</b>	<b>1,115,907</b>	<b>1,253,295</b>	<b>202,954</b>	<b>19.32%</b>
520100 - Office Supplies	10,137	6,500	6,500	6,500	0	0.00%
520300 - Educ Supplies Mats	0	0	135	0	0	N/A
520350 - Textbooks	142	0	0	0	0	N/A
520900 - Safety Eq & Sup	0	2,000	2,000	2,000	0	0.00%
521400 - Publications	127	2,000	2,000	2,000	0	0.00%
521700 - Kitchen Supplies	0	500	500	500	0	0.00%
<b>52 - Supplies and Materials Total</b>	<b>10,406</b>	<b>11,000</b>	<b>11,135</b>	<b>11,000</b>	<b>0</b>	<b>0.00%</b>
581050 - Dir Cost Conv-Veh	137,200	200,823	200,823	114,642	-86,181	-42.91%
581059 - Dir Cost Conv-GIS	58,222	65,458	65,458	68,215	2,757	4.21%
<b>58 - Expense Other Total</b>	<b>195,422</b>	<b>266,281</b>	<b>266,281</b>	<b>182,857</b>	<b>-83,424</b>	<b>-31.33%</b>
<b>99999999999999999999900 - Administration Total</b>	<b>2,007,513</b>	<b>1,950,295</b>	<b>1,995,213</b>	<b>2,101,177</b>	<b>150,882</b>	<b>7.74%</b>
<b>1000000000 - General Fund Total</b>	<b>2,007,513</b>	<b>1,950,295</b>	<b>1,995,213</b>	<b>2,101,177</b>	<b>150,882</b>	<b>7.74%</b>
<b>3400000000 - Administration Total</b>	<b>2,007,513</b>	<b>1,950,295</b>	<b>1,995,213</b>	<b>2,101,177</b>	<b>150,882</b>	<b>7.74%</b>

## Fiscal 2018 Operating Budget Detail Backup

### Inspections, Licenses and Permits Division Detail

**Division Narrative :** 3410000000 - Enforcement

**Fund :** General Fund

**Narrative :**

The Inspections and Enforcement Division is responsible for assuring compliance with adopted codes and standards through the inspection process. This includes: building construction and site inspections for code compliance relevant to fire protection systems, buildings and life safety, disabilities accessibility, and other regulatory standards; inspection of mechanical, plumbing, gas, HVAC and electrical systems for compliance with related codes and regulations; and inspection of rental housing, mobile home parks, and signs for compliance and enforcement of applicable codes and standards. Taxi vehicles are also inspected. The Division also initiates and investigates complaints relating to these areas of concern, especially rental housing, signs, and buildings.

---

## Fiscal 2018 Operating Budget Detail Backup

### Inspections, Licenses and Permits Division Detail

**Divison Personnel Summary :** 3410000000 - Enforcement

**Fund :** General Fund

Classification	Grade	FY 2017 Authorized	FY 2018 Proposed
1405 - ADMIN SUPPORT TECHNICIAN I	GD	1.00	1.00
1407 - ADMINISTRATIVE SUPPORT TECHNICIAN II	GE	1.00	1.00
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	1.00
3303 - REGULATION SUPPORT TECH II	GG	2.00	2.00
3305 - REGULATION INSPECTOR I	GH	2.00	4.00
3306 - REGULATION INSPECTOR II	GI	26.00	24.00
3309 - REGULATION SUPERVISOR	GJ	4.00	4.00
3313 - REGULATION MANAGER	GL	1.00	1.00
<b>Total Positions</b>		<b>38.00</b>	<b>38.00</b>

## Inspections, Licenses and Permits Division Detail

**Fund :** General Fund

[illegible]

**Inspections, Licenses and Permits Division Detail**

**Division Expenditure Detail :** 3410000000 - Enforcement

**Fund :** General Fund

	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Proposed	\$ Change	% Change
<b>1000000000 - General Fund</b>						
<b>Funded Program : 999999999999999999900 - Administration</b>						
520900 - Safety Eq & Sup	0	0	0	0	0	N/A
520930 - Fire Eq & Sup	1,914	3,500	3,500	3,500	0	0.00%
521200 - Shop Ind Eq Sup	0	0	0	0	0	N/A
521720 - Household Supplies	0	0	0	0	0	N/A
521730 - Hardware Supplies	222	800	800	800	0	0.00%
522190 - Other Veh Eq & Sup	0	0	0	0	0	N/A
<b>52 - Supplies and Materials Total</b>	<b>12,406</b>	<b>14,800</b>	<b>14,800</b>	<b>5,300</b>	<b>-9,500</b>	<b>-64.19%</b>
<b>99999999999999999999900 - Administration Total</b>	<b>3,104,112</b>	<b>3,410,203</b>	<b>3,207,845</b>	<b>3,741,590</b>	<b>331,387</b>	<b>9.72%</b>
<b>1000000000 - General Fund Total</b>	<b>3,104,112</b>	<b>3,410,203</b>	<b>3,207,845</b>	<b>3,741,590</b>	<b>331,387</b>	<b>9.72%</b>
<b>3410000000 - Enforcement Total</b>	<b>3,104,112</b>	<b>3,410,203</b>	<b>3,207,845</b>	<b>3,741,590</b>	<b>331,387</b>	<b>9.72%</b>

## Fiscal 2018 Operating Budget Detail Backup

### Inspections, Licenses and Permits Division Detail

**Division Narrative :** 3420000000 - Plan Review

**Fund :** General Fund

**Narrative :**

The Plan Review Division is responsible for assuring compliance with adopted codes and standards through the review and approval of design and construction plans and specifications. This includes review for code compliance of building structural and life safety design, fire protection, plumbing, HVAC, and electrical systems, energy conservation, handicapped accessibility, and other relevant matters pertaining to building design and construction. Technical assistance is provided on an ongoing basis to engineers, architects, contractors and the general public. The Division assists other departments and provides technical assistance in the review of proposed County capital projects for effective and economical code compliance.

---

## Fiscal 2018 Operating Budget Detail Backup

### Inspections, Licenses and Permits Division Detail

**Divison Personnel Summary :** 3420000000 - Plan Review

**Fund :** General Fund

Classification	Grade	FY 2017 Authorized	FY 2018 Proposed
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	1.00	1.00
3105 - ENGINEERING SUPPORT TECH II	GI	1.00	1.00
3110 - ENGINEERING ASSOCIATE	GJ	1.00	0.00
3111 - ENGINEERING SPECIALIST I	GK	7.00	6.00
3112 - ENGINEERING SPECIALIST II	GL	0.00	2.00
3114 - ENGINEERING SPECIALIST III	GM	1.00	1.00
3117 - ENGINEERING MANAGER I	GN	1.00	1.00
<b>Total Positions</b>		<b>12.00</b>	<b>12.00</b>

## Inspections, Licenses and Permits Division Detail

**Fund :** General Fund

	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Proposed	\$ Change	% Change
1000000000 - General Fund						
Funded Program : 999999999999999999900 - Administration						
500100 - Salary-Regular	859,964	1,005,071	953,200	1,053,278	48,207	4.80%
501100 - Benefits-FICA	64,440	76,889	73,325	80,576	3,687	4.80%
501300 - Benefits-Health Ins	119,196	150,000	150,000	172,500	22,500	15.00%
501500 - Benefits-Retirement	93,968	124,630	109,297	130,608	5,978	4.80%
50 - Personnel Costs Total	1,137,568	1,356,590	1,285,822	1,436,962	80,372	5.92%
510300 - Printing	55	500	500	500	0	0.00%
513100 - Mileage	13	500	500	500	0	0.00%
513110 - Ground Transport	390	800	800	800	0	0.00%
513200 - Lodging	509	800	800	800	0	0.00%
513300 - Meals	31	60	60	60	0	0.00%
51 - Contractual Services Total	998	2,660	2,660	2,660	0	0.00%
520100 - Office Supplies	499	700	700	700	0	0.00%
520350 - Textbooks	455	1,000	1,000	1,000	0	0.00%
520930 - Fire Eq & Sup	101	0	0	0	0	N/A
52 - Supplies and Materials Total	1,055	1,700	1,700	1,700	0	0.00%
99999999999999999999900 - Administration Total	1,139,621	1,360,950	1,290,182	1,441,322	80,372	5.91%
10000000000 - General Fund Total	1,139,621	1,360,950	1,290,182	1,441,322	80,372	5.91%
34200000000 - Plan Review Total	1,139,621	1,360,950	1,290,182	1,441,322	80,372	5.91%

## Fiscal 2018 Operating Budget Detail Backup

### Inspections, Licenses and Permits Division Detail

**Division Narrative :** 3430000000 - License & Permits

**Fund :** General Fund

**Narrative :**

The Licenses and Permits Division is responsible for issuance of building, fire protection, HVAC, plumbing, electrical and grading permits. They also process and issue electrical licenses, rental housing licenses and occupancy certificates. The Division is responsible for the collection of all new residential water/sewer in-aid fees. Additionally, the Licenses and Permits Division processes animal license applications and renewal notices, taxicab driver licenses, taxi vehicle permits and certificates for taxi companies to operate as well as pawnbroker licenses. Concert and mobile home park permits are also processed and issued. Licenses for massage establishments and technicians are also processed. This division also manages records and related retention schedules and information requests.

---

## Fiscal 2018 Operating Budget Detail Backup

### Inspections, Licenses and Permits Division Detail

**Divison Personnel Summary :** 3430000000 - License & Permits

**Fund :** General Fund

Classification	Grade	FY 2017	FY 2018
		Authorized	Proposed
3301 - REGULATION SUPPORT TECH I	GE	3.00	3.00
3303 - REGULATION SUPPORT TECH II	GG	7.00	7.00
3309 - REGULATION SUPERVISOR	GJ	1.00	1.00
<b>Total Positions</b>		<b>11.00</b>	<b>11.00</b>

**Inspections, Licenses and Permits Division Detail**

**Division Expenditure Detail :** 3430000000 - License & Permits

**Fund :** General Fund

	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Proposed	\$ Change	% Change
1000000000 - General Fund						
Funded Program : 999999999999999999900 - Administration						
500100 - Salary-Regular	466,519	512,209	466,573	506,880	-5,329	-1.04%
500190 - Salary-Other	0	0	0	15,600	15,600	N/A
<i>Contingent Bill Alexion</i>						
500900 - Salary-Overtime	8,484	1,000	9,300	0	-1,000	-100.00%
501100 - Benefits-FICA	35,444	39,185	36,558	39,971	786	2.01%
501300 - Benefits-Health Ins	108,360	137,500	137,500	143,750	6,250	4.55%
501500 - Benefits-Retirement	47,357	63,513	52,987	62,854	-659	-1.04%
<b>50 - Personnel Costs Total</b>	<b>666,164</b>	<b>753,407</b>	<b>702,918</b>	<b>769,055</b>	<b>15,648</b>	<b>2.08%</b>
510300 - Printing	2,733	8,000	8,000	8,000	0	0.00%
<b>51 - Contractual Services Total</b>	<b>2,733</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>0</b>	<b>0.00%</b>
520100 - Office Supplies	3,908	5,500	5,500	5,500	0	0.00%
<b>52 - Supplies and Materials Total</b>	<b>3,908</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>	<b>0</b>	<b>0.00%</b>
<b>99999999999999999999900 - Administration Total</b>	<b>672,805</b>	<b>766,907</b>	<b>716,418</b>	<b>782,555</b>	<b>15,648</b>	<b>2.04%</b>
<b>1000000000 - General Fund Total</b>	<b>672,805</b>	<b>766,907</b>	<b>716,418</b>	<b>782,555</b>	<b>15,648</b>	<b>2.04%</b>
<b>3430000000 - License &amp; Permits Total</b>	<b>672,805</b>	<b>766,907</b>	<b>716,418</b>	<b>782,555</b>	<b>15,648</b>	<b>2.04%</b>